

Instructions for activating access to REDCap UK Coronavirus Cancer Monitoring Project, registering patients and updating outcome data.

1. After you have submitted a centre activation form the emergency response reporting individual (ERRI) will receive three emails like the one on the left. By default three logins will be made for each site.
Centre_user_1, centre_user_2, centre_user3. Only one person should use a login username and password at a time. Centre_user_1 account should be held by the main person responsible for reporting as this account only will have the necessary privileges to generate reports
Make a record of usernames and click on the link to set your password.

[This message was automatically generated by REDCap]

A REDCap account has been created for you in which your REDCap username is [redacted]. Click the link below to set your new password and log in.

After logging in, please make sure to [set up your password recovery question](#), which will allow you to use the 'Forgot your password?' link on the login page without the need to contact the REDCap Administrator. You will be prompted to set your recovery question on the My Projects page, but you can also set it on your 'My Profile' page under 'Login-related options'.

[Set your new REDCap password](#) Also, please note that your REDCap user account has been given an expiration date (27/03/2020 12:11pm -- 1 days from now), which means that after that time you will no longer be able to access REDCap. You will, however, be given a warning prior to your account expiration in case you need to inquire about changing the expiration date (if applicable). Additionally, please be aware that REDCap has a user access policy in place, in which it will auto-suspend a user's account if the user has not logged into REDCap after an extended period of time. For details regarding this, please contact your REDCap administrator.

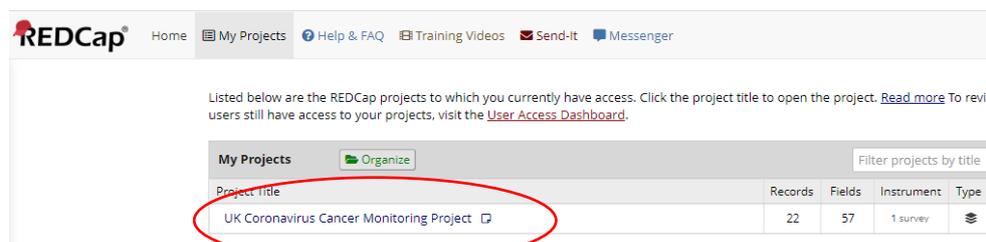
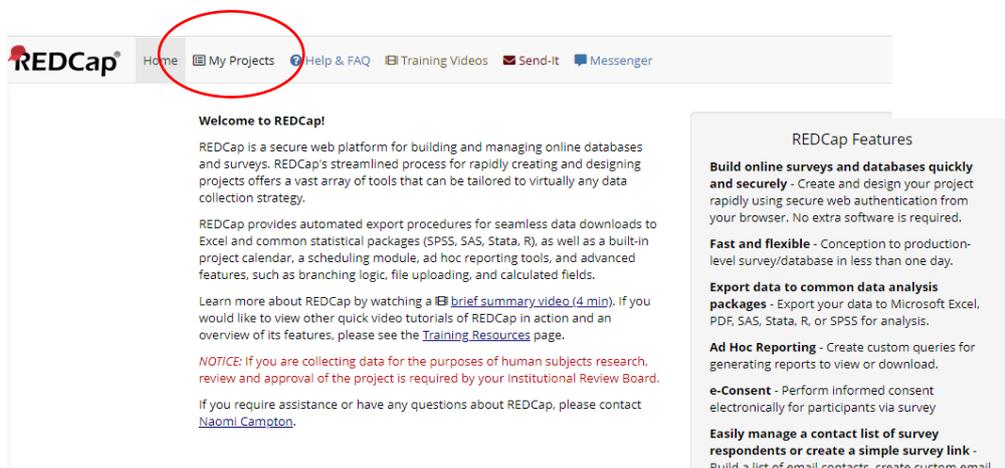
2. As soon as you receive this **second** email you are ready to login and start entering data by navigating to <https://itm-redcap.bham.ac.uk/>

[This message was automatically generated by REDCap]

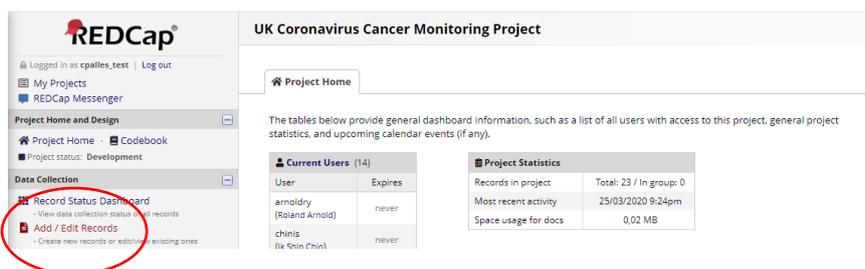
You have been given access to the REDCap project named "[UK Coronavirus Cancer Monitoring Project](#)". Using your user name "[redacted]", you may log in to the project using the link below.

<https://itm-redcap.bham.ac.uk/>

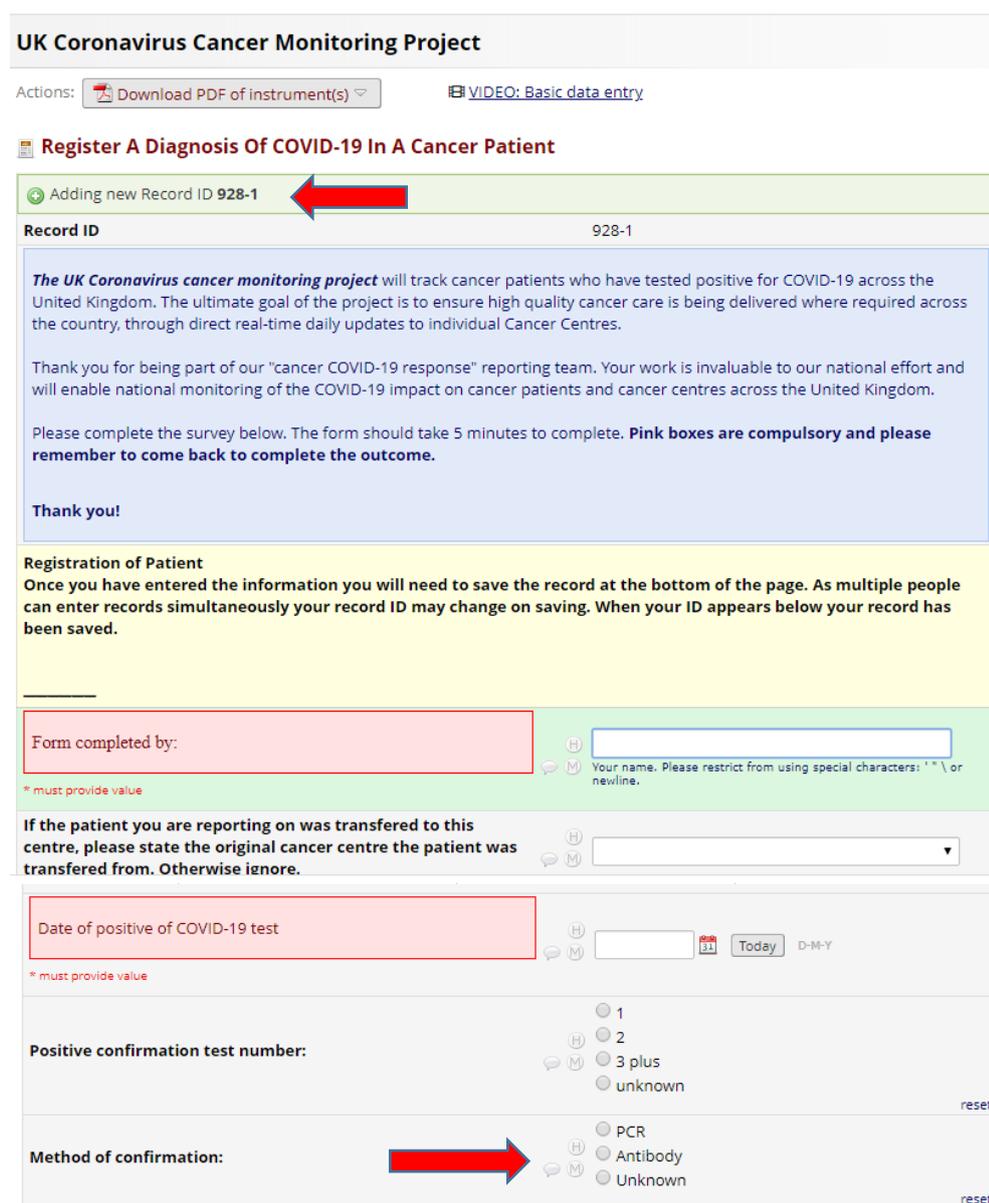
3. When you login you should see this page. Click on my projects and then click on the UK Coronavirus Cancer Monitoring Project



4. Add a new record to register a new participant or locate the record ID of an existing participant's record which you wish to update



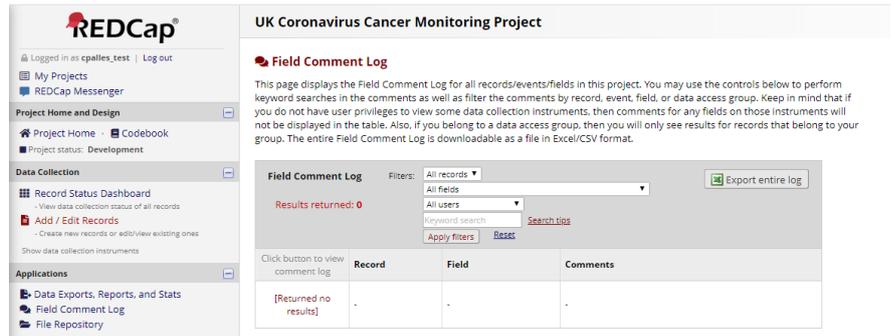
5. A record ID is automatically assigned when you make a new record. If multiple people from the same site are registering participants simultaneously there is a chance that someone else will have saved a record before you do and this will alter the Record ID of your participant. Therefore please complete your centre patient log with the patient ID after you have saved the record. The Patient log must be kept safe and within the centre as it will allow you to log back in when outcome data is available or to complete any additional questions not answered initially or which you wish to update.



6. There are 7 boxes which we need you to complete if we are to meet the principal aims of the project. These are marked in pink boxes and green boxes (outcome data). Ideally we would like you to complete all of the questions but please prioritise the highlighted ones.

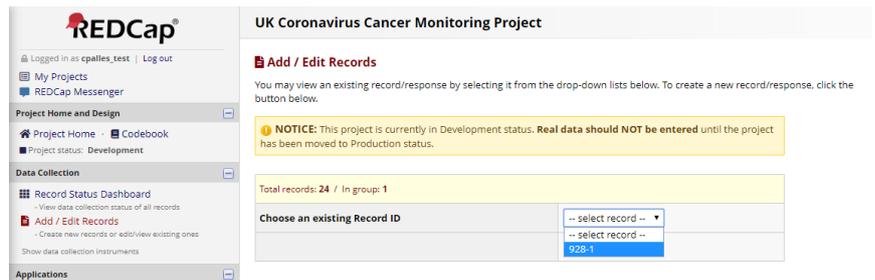
7. Please use the M icon (marked by red arrow) to mark the reason for missing data e.g. Not available, not asked, temporarily unavailable.

8. If we suspect an error in the data entered we will direct a comment to the “user id” listed as entering the data. Please check the field comment log daily.

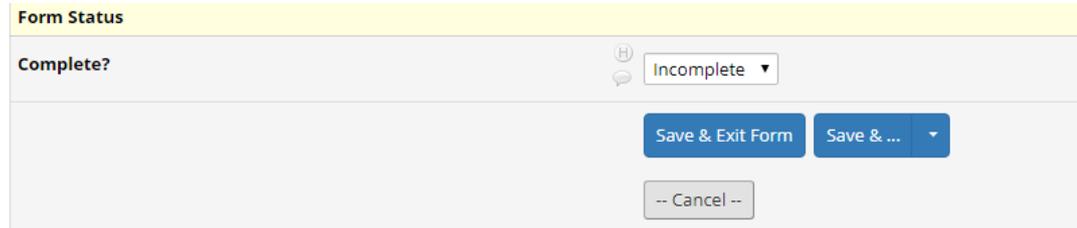


9. OUTCOME DATA

If outcome data was not available at time of registering a patient please log back into REDCap to provide this information. To do so go to add/edit records and choose the existing ID matching back to the patient you want to input data on using the centre patient log



10. Please use the form status box to mark how complete the data in the form is. Please choose complete once outcome data has been input, patient is no longer under your care and you don't anticipate making further changes to this patient record. Please use Unverified for patients who are still under your care. Please use incomplete for records you plan to come back to but haven't managed to complete during this login.



A core aim of this project is to return analysed data to you so you can best manage cancer care during the coronavirus pandemic. Centre_user_1 will however also be able to export data and generate basic reports in REDCap should they wish.

